SKIES Job Matching Functionality Summary

The SKIES application currently has three forms designed with the primary function of job matching. The current SKIES Binoculars searches are often used to search for job orders or Job Seekers meeting certain criteria. Binoculars were not designed for job matching as a primary function. Binoculars were designed to search for multiple records. The following areas were designed with job matching as a primary function. This document addresses these areas.

1. On the Job Seeker Menu > Core Services > Job Matching by selected Job Seeker to match Job Orders
2. On Employer Menu > Job Matching by selected Job Order to match Job Seekers.
3. On Job Order > Make Referrals by selected Job Order to match Job Seekers.

The following pages of information reference the above. For each form, there are several items available to use for match criteria. The exact name of the item is used as in SKIES. For each item, the item is identified when there is a default (to something when you first select the form) and if the item allows update selection or entry. Included from the prior mapping document is what the item is matching to, which includes at a minimum, the menu selection, form name, and tab name as viewed in SKIES. Below that, it identifies if the match only matches to exact, or what happens when you leave a match criteria BLANK, etc. Also provided are specific examples for most Job Seeker and Employer > Job Matching forms. The examples included in Employer > Job Matching also apply in Job Order > Match Seeker. The big difference is there is not a separate form to update the match criteria when doing the match through the Job Order. When Job Order information is updated and saved, the next time a Match Seeker is through the Job Order, the match will be based on the last saved Job Order information. Match selection items are the only areas underlined in the document.

General item layout
(Item name)   (Does it default? If yes, to what?), (Can you update it?)
(Matches From where to where)
(Match functional information)
(Example table)

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1. Job Seeker Menu >Core Services>Job Matching: By selected Seeker to match Job Orders

1.1 General match criteria: These are not based on what the User staff selects. These occur behind the scenes.
-Only Job Orders with job order status OPEN are included in job matching
-When selected Job Seeker has an existing referral to a Job Order, Job Order will not be returned in a match, even when other criteria matches

1.2 O*NET CODE: Select from list. When a Job Seeker has multiple job titles, a User can select from a list of O*NET codes entered as the Job Seeker Desired Employment to match to Job Orders with that O*NET code. User can also select an O*NET family.
-From Job Seeker>Core Services > Basic> Desired Employment or Assessment > Initial Employment > Desired Employment **to j**ob Order / Description
-Matches to exact O*NET code or Family depending on choice

1.3 Exp. in months: Defaults from Job Seeker Desired Employment selected, allows update entry From Job Seeker>Core Services >Basic> Desired Employment and Assessment > Initial Employment > Desired Employment **to** Job Order > Requirements
-Enter a number that is not 0, matches to the number or less than the number
-When 0 entered or left BLANK, matches not included in match criterion

Matching NOTE: It works out as if "Exp In months" is not included in the match criteria when 0 is entered or the field is left BLANK. For this match item, all Job Orders will be returned in the results if the Job Order Experience Required in Months field is BLANK, 0 or any number greater than 0.

Seeker Months Exp	Job Order Experience Required in Months	Will match occur?
10	10	Yes
10	9	Yes
BLANK	BLANK	Yes
BLANK	0	Yes
BLANK	10	Yes
0	BLANK	Yes
0	10	Yes
0	0	Yes
10	11	No

1.4 Job Title: Defaults from Job Seeker Desired Employment title after O*NET is selected, cannot update
From Core Services > Basic > Employment History> Desired Employment or Assessment > Initial Employment > Desired Employment **to** Job Order > Description
- Display only is not included as match criterion.

1.5 Job Seeker Age: Defaults to a number based on Job Seeker entered birth date - cannot update from Core Services > Basic > General to Job Order > Requirements > Required Minimum Age
-Matches to, equal to, less than, or BLANK

Seeker Age	Job Order Minimum Age	Will match occur?
18	18	Yes
18	17	Yes
18	BLANK	Yes
18	21	No

1.6 Job Desc: No default, allows entry from what entered **to** Job Order> Description
-Matches to exactly what is entered when % is not used

Match NOTE:
Currently, matches to EXACT text from what is entered on the Job Matching form to what is displayed through the Job Order form > Description > Description field. When entering what to match the % can be entered as a wildcard. This would be like using the wildcard through the Job Seeker, Employer or Provider select screens, as an example, "cook" will match to a Job Order if "cook" is the **only** word in the "description" field of the job order, description tab; "cook%" will match to any description STARTING with cook and anything following, %cook% will match to any description that has the word cook, regardless of what is before or after.

Job Description entered	Job Order Description field	Will match occur?
COOK	COOK NEEDED	NO
COOK%	COOK NEEDED	YES
COOK%	COOKBOOK WRITER NEEDED	YES
%COOK%	NEED EXPERIENCED COOK IMMEDIATELY	YES
%COOK%	COOPERATIVE LABORER NEEDED	NO

1.7 Employer: No default, allows entry
From what entered **to** Employer Info > Business Name for employer attached to the Job Order(s) meeting other match criteria
- Matches to exactly what is entered when % is not used

NOTE:
Currently, matches to EXACT text. Can use the % as a wildcard, for example, "home" will match Job Order if "home" is the **only** word in the "employer name" field of the Job Order > Description tab; "home%" will match to any employer name STARTING with home and anything following; %home% will match to any employer name having the word tired in it regardless, of what is before or after.

Employer entered	Business Name	Will match occur?
HOME	HOME DEPOT	NO
HOME%	HOME DEPOT	YES
HOME%	HOME SUPPLIES ARE US	YES
HOME%	THE HOME DEPOT	NO
%HOME%	HOME DEPOT	YES
%HOME%	THE HOME DEPOT	YES
%HOME%	HERALD'S HOME SUPPLY	YES
%HOME%	THE HOME-DEPOT	YES
%HOME%	HERALD'S HOMES INC.	YES

1.8 Worksite City: No default, allows entry
From what entered **to** Job Order > Description > Worksite City Selection
- Matches to exactly what is entered when % is not used

Match NOTE:
The match processes matches to EXACT text of Job Order > Description > Worksite City Selection without %. Can use the % as a wildcard, for example, "WOOD will match job order if "WOOD" is the only word in the Worksite City field of the Job Order > Description; "WOOD%" will match to any Job Order Worksite City STARTING with WOOD and anything following; %WOOD% will match to any Job Order contact name having the word "tired" in it, regardless of what is before or after.

City entered	Job Order Worksite City	Will match occur?
WOOD	WOODINVILLE	NO
WOOD%	WOODINVILLE	YES
WOOD%	WOODLAND	YES
WOOD%	PACKWOOD	NO
%WOOD%	WOODLAND	YES
%WOOD%	PACKWOOD	YES
%WOOD%	NORTH LAKEWOOD	YES

1.9 Job Contact Name: No default, allows entry from what is entered **to** Job Order > Contact > Job Contact Name field
Matches to exactly what is entered when % is not used

Match NOTE:
The match process matches to EXACT text of Job Order > Contact > Job Contact Name field. Can use the % as a wildcard, for example, "JASKE" will match Job Order when "JASKE" is the only word in the Job Order Contact Name field of the Job Order > Contacts; "JASKE%" will match to any job order Contact Name

STARTING with JASKE and anything following; %JASKE% will match to any Job Order Contact Name having the word "tired" in it regardless of what is before or after.

Contact entered	Job Contact Name field	Will match occur?
JASKE	JENNIFER JASKE	No
JASKE%	JASKE JENNIFER	Yes
JASKE%	JENNIFER JASKE	No
%JASKE%	JENNIFER JASKE	Yes
%JASKE%	JASKE JENNIFER	Yes
%JASKE%	JENNIFER JAS*EK*	No

1.10 Min. Salary/Hr: Defaults from Job Seeker Minimum Desired Salary.
Allows update entry from Core Services > Desired Employment - Minimum Desired Salary or Assessment > Initial Employment > Desired Employment - Minimum Starting Salary **to** Job Order> Description
-Enter a number that is not .00 matches to that number or greater than that number
-IF left BLANK matches to BLANK, .00, or greater
-IF 0 entered matches to .00, BLANK or greater

Min Salary/Hrly entered	JO>Min Salary $	JO>Max Salary $	Will match occur?
8.55	9.00	10.00	Yes
8.55	8.55	10.00	Yes
8.55	9.00	BLANK	Yes
BLANK	8.55	8.55	Yes
8.55	8.55	9.00	Yes
9.00	8.55	10.00	Yes
9.00	8.55	9.50	Yes
9.00	8.00	9.00	No
8.55	8.55	BLANK	No
9.00	8.55	8.55	No

1.11 Duration: Defaults from Job Seeker Duration selection
Allows update selection From Core Services >Basic> Desired Employment - Availability - Duration selection **to** Job Order > Description - Duration selection
-When selection is made, matches to exact
-When left BLANK, is not included in match criterion

From Duration selected	To duration	Will match occur?
Fulltime over 150 Days	Fulltime over 150 Days	Yes
BLANK	Fulltime 1-3 Days	Yes
BLANK	Fulltime over 150 Days	Yes
Fulltime over 150 Days	Fulltime 1-3 Days	No

1.12 Education: Defaults from Job Seeker Education
Allows update selection including BLANK from Core Services > Basic > Additional - Education and Assessment > Initial Employment Education History - Schooling - Education Level selection **to** Job Order > Requirements - Highest Degree Rqd selection
-WHEN selection made, matches to, equal to, less than, or BLANK
-WHEN BLANK, not included in match criterion

From Education selected	To Highest Degree Rqd selection	Will match occur?
HIGH SCHOOL GRADUATE	HIGH SCHOOL GRADUATE	Yes
HIGH SCHOOL GRADUATE	11TH GRADE	Yes
HIGH SCHOOL GRADUATE	BLANK	Yes
HIGH SCHOOL GRADUATE	GED/HS EQUIVALENCY	Yes
GED/HS EQUIVALENCY	11TH GRADE	Yes
GED/HS EQUIVALENCY	BLANK	Yes
HIGH SCHOOL GRADUATE	ASSOCIATES DEGREE	No
GED/HS EQUIVALENCY	HIGH SCHOOL GRADUATE	No

1.13 Driver Class: Default from Job Seeker Driver License selection
Allows update selection, including BLANK From Core Services > Basic > Additional – Driver's License Class selection **to** Job Order > Requirements - Driver Requirements - Driver License Class
-Matches to exact selection or BLANK selection

From Driver Class selected	To Driver License Class	Will match occur?
VALID STANDARD DRIVER'S LICENSE	VALID STANDARD DRIVER'S LICENSE	Yes
VALID STANDARD DRIVER'S LICENSE	BLANK	Yes
OCCUPATIONAL DRIVER'S LICENSE ONLY	BLANK	Yes

VALID STANDARD DRIVER'S LICENSE	OCCUPATIONAL DRIVER'S LICENSE ONLY	No
OCCUPATIONAL DRIVER'S LICENSE ONLY	VALID STANDARD DRIVER'S LICENSE	No

1.14 Endorsement: Defaults from Job Seeker Endorsement code selection
Allows update selection, including BLANK, from Core Services> Basic> Additional>Driver's License Endorsement Code to Job Orders > Requirements - Driver Requirements - Endorsement
-When selection is made, matches to exact endorsement selection, or BLANK.
-When BLANK matches to only all BLANKs, which means employer does not require this item.

Endorsement selected	JO>*Single* Endorsement	Will match occur?
DOUBLE AND TRIPLE TRAILERS	DOUBLE AND TRIPLE TRAILERS	Yes
TANK/HAZARDOUS MATERIALS	TANK/HAZARDOUS MATERIALS	Yes
BLANK	BLANK	Yes
BLANK	DOUBLE AND TRIPLE TRAILERS	No

Endorsement selected	JO>*Multiple* Endorsement	Will match occur?
DOUBLE AND TRIPLE TRAILERS	DOUBLE AND TRIPLE TRAILERS	Yes
	TANK/HAZARDOUS MATERIALS	

Endorsement selected	JO>*Multiple* Endorsement	Will match occur?
TANK/HAZARDOUS MATERIALS	DOUBLE AND TRIPLE TRAILERS	Yes
	TANK/HAZARDOUS MATERIALS	

Endorsement selected	JO>*Multiple* Endorsement	Will match occur?
BLANK	DOUBLE AND TRIPLE TRAILERS	No
	TANK/HAZARDOUS MATERIALS	

1.15 Job type: No default
Allows update selection from what selected on the Additional search criteria to Job Order > Description - Job Type selection
-When selected, matches to exact of selection, is required field on Job Order
-When BLANK, not included in match criterion

From Job Type selected	To Job Type	Will match occur?
TRAINING ORDER	TRAINING ORDER	Yes
BLANK	TRAINING ORDER	Yes
BLANK	REGULAR EMPLOYMENT	Yes

TRAINING ORDER	REGULAR EMPLOYMENT	No

1.16 County: Defaults from Job Seeker Desired Job Location County

Allows update selection from Core Services > Basic>E > Desired Employment and Assessment > Initial Employment > Desired Employment - Desired Work Location – County **to** Job Order > Description Worksite County selection

-When selection made, matches to exact; Worksite Address County on the Job Order can not be BLANK

-When left BLANK, is not included in match criteria

From County selected	To Work address county	Will match occur?
THURSTON	THURSTON	Yes
BLANK	THURSTON	Yes
THURSTON	PIERCE	No

1.17 Zip: No default

Allows update entry from Zip entered **to** Job Order > Description - Work Address - Zip

-When number entered, matches to exact Zip

-When left BLANK, is not included in match criteria

From Zip entered	To Work Address zip	Will match occur?
98503	98503	Yes
BLANK	98503	Yes
98503	98502	No

1.18 Availability Items: Defaults from Job Seeker availability information

From Core Services > Basic> Desired Employment - Availability **to** Job Orders > Requirements

- Match: The only time a Job Order is not included in match results is when a NO selection is made on the Job Seeker, job matching form for any of the "Availability" criteria and the Job Order has a selection of 'YES' which means it is required from the Job Order side. If **one** of the "Availability" criteria does not match the Job Order, it will **not** be included in match results. When the answers to all of the Availability questions are left to the current default of OPEN, and NO is only answered for the time the Job Seeker cannot be available, then the most open search results will be returned

From Availability area answer	To Requirements tab answer	Will match occur?
Open	Yes	Yes
Yes	Yes	Yes
No	No	Yes
No	Yes	No

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2. Employer Menu>Job Match: By selected Job Order to match Seekers

2.1 General match criteria: These are not based on what the User manually selects. These occur behind the scenes.
-Seekers whose job match status is INACTIVE will not be included in match results

2.2 Job Title: Defaults from Job Order, job title, cannot update
- Display only; is not included in match criteria

2.3 Job Desc: Defaults from Job Order, job description, cannot update
- Display only; is not included in match criteria

2.4 ONET CODE *: Defaults from selected Job Order
Can update
From Job Order > Description – O*NET **to** Job Seeker > Core Services > Desired Employment - Desired Employment - O*NET or Assessment > Initial Employment Desired Employment - Desired Employment – O*NET
-Matches to exact

Match NOTE: When the Job Seeker has multiple Desired Employment O*NET code selected, the O*NET on the Job Order will match to the Job Seeker as long as one of the Job Seeker O*NET codes matches the Job Order O*NET

From Job Order ONET	To *Single* Desired ONET	Will match occur?
35-2012.00	35-2012.00	Yes

From Job Order ONET	To *Multiple* Desired ONET	Will match occur?
35-2012.00	35-2012.00	Yes
	13-2011.01	

From Job Order ONET	To *Single* Desired ONET	Will match occur?
35-2012.00	35-3011.00	No

From Job Order ONET	To *Multiple* Desired ONET	Will match occur?
35-2012.00	35-3011.00	No
	13-2011.01	

2.5 O*NET Title
This item defaults to the O*NET Title of the selected O*NET Code and Does not allow for direct entry.

2.6 Restore Onet Code
Selection of this button returns the O*NET Code to that of the job order currently selected for Job Match.

2.7 Clear all Onet Code
Selection of this button clears the O*NET Code and O*NET Title from the search criteria. The O*NET code can be restored.

2.8 Keyword Search
The items in the Keyword search area interact with each other independently of the other search criteria selected. The entry box is what word or words the search will be conducted on. If a keyword is not entered and a search is conducted, this area will be ignored during a search. The selection of "All Words" or "Any Words" or "As a Phrase" determines how the keywords entered should be compared against seekers when searching. The selection(s) of "Desired Job", "Employment History" and "Special Interests" determine what area on the seeker side the search will look for the word(s) entered in Keyword search text entry.

When updated or initially created, records on the seeker side that keyword matches to will have a slight delay before included in the job match. At the time an update of one of the fields includes in job match or new record creation is saved, the data used to match is held in a holding area. Each minute of SKIES Production availability, the data in that holding area is processed and moved to the area the keyword matches to. On update of one or more of the fields used to match to, the original data prior to update, is immediately taken form job match availability and the new data will be available as soon as the process that runs each minute processes. Seekers may have multiple employment history and desired employment records. If only one of the fields used for keyword search for one of the records is updated, that is the only record that is affected by this process.

2.8.1 Keyword(s) Search entry: There is no default>Allows text entry
Keyword search entry allows up to 30 characters.
Each word must be a minimum of 3 characters. A percentage (%) sign or a space does not count towards this minimum.
To search for multiple words, separate each word with a single space, for example: cook breakfast.
Keyword searches are not case-sensitive
When All Words or Any Word is selected, each word must be a minimum of 3 characters. A percentage (%) sign or a space does not count towards this minimum.
When All Words or Any Word is selected, stop words will automatically be taken out when the search button is selected. The search will be conducted if something other then noise words are left once the stop words are taken out. The search will not be conducted if everything that is entered for keyword search entry is a noise word.
When As a Phrase is selected, stop words will be allowed in the search. The search will not be conducted if everything that is entered for keyword search is a stop word.
When All Words or Any Words or As a Phrase is selected, any spaces entered before the first word or after the last word will automatically be taken away when the search is conducted.

When All Words or Any Words or As a Phrase is selected, multiple spaces between words will automatically be trimmed down to one space when the search is conducted.
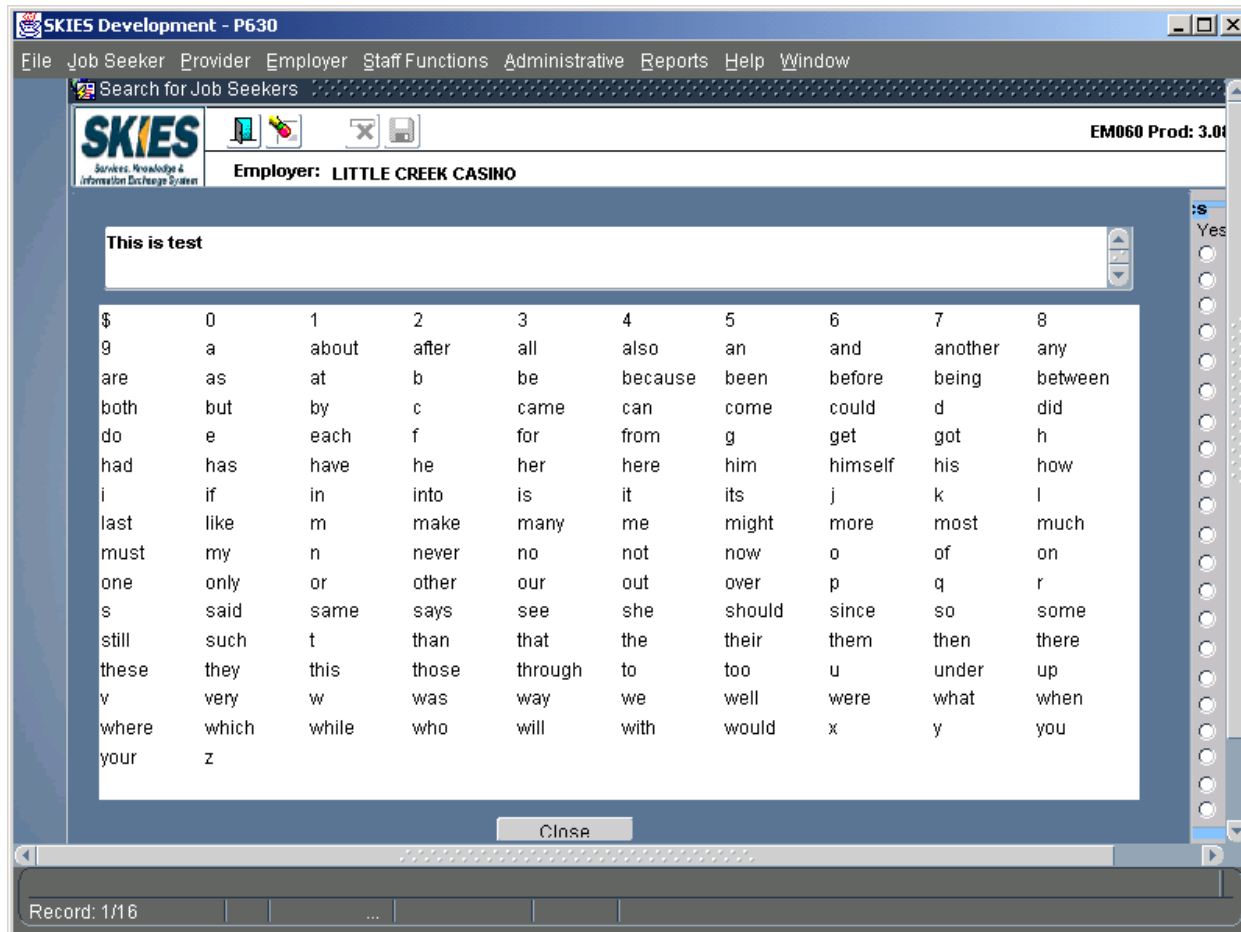
For all keyword searches, if a stop word (noted below) or a portion of a stop word is used in conjunction with the %, the search will not be conducted. A message alert will be displayed indicating why the search was not conducted. What was entered into keyword search will remain untouched and can be updated at that time before another search is attempted. "You have used a % with a stop word or part of a stop word. To conduct a search, please remove stop word or update entry so part of a stop word is not included"

Keyword(s) entry	Job Seeker	Match?
cook%	cooking, cooks, cookies	Yes
cook%	Breakfast cook	No
%cook	Breakfast cook	Yes
%cook	Cooking, cooks	No
Cook	Many cooks are needed	Yes
Cook	Cooking, cooks	No
Cook	A cook is needed	No

2.8.2 Keyword(s) Search entry: **Stop Words**
There are certain words that keyword search will not use for "All Words" or "Any Word" selections. These words are referred to as "stop words". The selections of "All Words" or "Any Word" search for each word or words individually that are entered into Keyword search entry. "stop words" are words when searched for individually retrieve an unmanageable number of records and cause a high risk of performance issues. The keyword search will allow literal entry of stop words. The search will be allowed when noise words are entered. The stop words will automatically be taken from the keyword search entry box when the search is conducted. The search will continue on and if the remaining word or words are not stop words. The search will not be conducted when the only keyword entry is a stop word(s). Noise words will include a single letter of the alphabet. Noise words can be used with the selection of "As a Phrase". The search will not be conducted when the only keyword entry is a noise word(s). Use of "As a Phrase" selection searches for the exact phrase typed and not by the individual word(s).

Stop word list: (click on the Keyword Help button)

SKIES Development - P630

File Job Seeker Provider Employer Staff Functions Administrative Reports Help Window

Search for Job Seekers

SKIES
Services, Knowledge &
Information Exchange System

Employer: LITTLE CREEK CASINO

EM060 Prod: 3.0

This is test

$	0	1	2	3	4	5	6	7	8
9	a	about	after	all	also	an	and	another	any
are	as	at	b	be	because	been	before	being	between
both	but	by	c	came	can	come	could	d	did
do	e	each	f	for	from	g	get	got	h
had	has	have	he	her	here	him	himself	his	how
i	if	in	into	is	it	its	j	k	l
last	like	m	make	many	me	might	more	most	much
must	my	n	never	no	not	now	o	of	on
one	only	or	other	our	out	over	p	q	r
s	said	same	says	see	she	should	since	so	some
still	such	t	than	that	the	their	them	then	there
these	they	this	those	through	to	too	u	under	up
v	very	w	was	way	we	well	were	what	when
where	which	while	who	will	with	would	x	y	you
your	z								

Close

Record: 1/16

Stop word with selection of "All Word" or "Any Word"

Keyword(s) entry	Search allowed?	Keyword(s) left after search	Job Seeker	Match?
The cook	Yes	cook	The cook is needed.	Yes
The cook	Yes	cook	A cook is needed	Yes
A Cook	Yes	cook	A cook is needed.	Yes
A Cook	Yes	cook	The cook is needed	Yes
A	No	N/A	N/A	N/A
The	No	N/A	N/A	N/A

Stop word with selection of "As a Phrase"

Keyword(s) entry	Search allowed?	Keyword(s) left after search	Job Seeker	Match?
The cook	Yes	The cook	The cook is needed.	Yes
The cook	Yes	The cook	A cook is needed	No
A Cook	Yes	A cook	A cook is needed.	Yes
A Cook	Yes	A cook	The cook is needed	No
The	No	Search not allowed	Search not allowed	
A	No	Search not allowed	Search not allowed	

2.8.3   "All Words" or "Any Word" or "As a Phrase" radio button selections: "Any Word" is defaulted.
Only one radio button can be selected at one time. These selections determine how the keyword(s) you entered should be compared against seekers when searching. Radio button selections of All Words, Any Words and "As a Phrase" pertain only to the keyword search entry. If a keyword is not entered and a search is conducted, this area will be ignored during a search.

ALL words will return results that contain at least one occurrence in one of the fields the search is against of **all** the keyword(s) entered. What field or fields are included in the match depends on the selection(s) of Desired Employment, Employment History and or Special Interest. The words do not have to be in the same order or next to each other within the same field to match.

NOTE: When **All Words** is used in conjunction with Employment History and multiple words are entered for the search; all of the words entered must be in one of the noted employment history fields for the match to occur. The match will not occur when one of the words is in one of the fields and one of the words is in another.

ANY words will return results that contain at least one occurrence of **one** of the keyword(s) entered.

As a PHRASE will return only records that contain the exact phrase typed. The words must be in the same order as entered to match.

2.8.4 Match Keyword(s) to area: Desired Job, Employment History, Special Interests
These selections identify where on the seeker side the keyword(s) will match to. There is no default on initial entry of the Employer>Job Match form. One or more can be selected at a time. When a search is conducted, and none have been selected and keyword(s) is entered, selection of all three will be defaulted. When a search is conducted and there is no keyword(s) entered, these selections will be ignored by the search regardless of what is selected.

Desired Employment matches to the O*NET description of the job seekers desired employment record or records
Employment History matches to Job Title, Job Description and duties of the job seekers employment history record or records
Special Interest matches to Special Interest job seekers desired employment

When updated or initially created, items noted above on the seeker side that keyword matches to will have a slight delay before included in the job match. At the time an update of one of the fields included in keyword search or a new record creation is saved, the data used to match is held in a holding area. Each minute of SKIES Production availability, the data in that holding area is processed and moved to the area the keyword matches to. On update of one or more of the fields used to match to, the original data prior to update, is immediately taken form job match availability and the new data will be available as soon as the process that runs each minute processes. Seekers may have multiple employment history and desired employment records. If only one of the fields used for keyword search for one of the records is updated, that is the only record that is affected by this process. When the seeker has multiple records, the data in those records will remain available for job matching.

Additional Search Criteria button

2.8 Exp.in months: Defaults from Job Order required experience entry
Allows update entry from Job Order > Requirements >– Additional Search Criteria Experience Reqd in months field **to** Job Seeker > Core Services >Basic> >Desired Employment - Mnths Exp or Assessment > Initial Employment > Desired Employment - Months Exp
-When a number is entered, matches to = to or greater then that number
-When left BLANK or 0, not included in match criteria
-When 0 enter, will match to, equal to, greater than, or BLANK

From months entered	JS>Mnths Exp	Will match occur?
10	10	Yes
10	11	Yes
9	10	Yes
BLANK	BLANK	Yes
BLANK	10	Yes
0	BLANK	Yes
0	10	Yes
10	BLANK	No
10	9	No
10	0	No

2.9 Required min Age: No Default
Allows entry from what entered **to** Job Seeker > Core Services > Basic >General - Birth date entered
-When there is a number, matches to, equal to, or greater than number
-When left BLANK, not included in match criteria

Job Order Minimum Age	Seeker Age	Will match occur?
18	18	Yes
17	18	Yes
BLANK	18	Yes
BLANK	21	Yes
21	18	No

2.10 Education: Defaults from Job Order - Highest Degree Reqd
Allows update selection from Job Order > Requirements - Highest Degree Reqd **to** Job Seeker > Core Services > Basic > Additional >- Education or Assessment > Initial Education > Education History - Schooling
-When make selection, matches to, equal to, more than, and BLANK
-When left BLANK, not included in match criteria

From Highest Degree Rqd selection	To Education	Will match occur?
HIGH SCHOOL GRADUATE	HIGH SCHOOL GRADUATE	Yes
11TH GRADE	HIGH SCHOOL GRADUATE	Yes
BLANK	HIGH SCHOOL GRADUATE	Yes
GED/HS EQUIVALENCY	HIGH SCHOOL GRADUATE	Yes
11TH GRADE	GED/HS EQUIVALENCY	Yes
BLANK	GED/HS EQUIVALENCY	Yes
HIGH SCHOOL GRADUATE	GED/HS EQUIVALENCY	No
ASSOCIATES DEGREE	HIGH SCHOOL GRADUATE	No

 2.11 Duration: Defaults from Job Order Duration
Allows selection update from Job Order > Description **to** Job Seeker > Core Services > Basic> Desired Employment - Availability area - Duration selection
-Matches to exact
- When left BLANK, is not included in match criteria

From duration selected	To Duration	Will match occur?
Fulltime over 150 Days	Fulltime over 150 Days	Yes
Fulltime 1-3 Days	BLANK	Yes

Fulltime over 150 Days	BLANK	Yes
Fulltime 1-3 Days	Fulltime over 150 Days	No

2.12 Driver Class: Defaults from Job Order Driver License Class
Allows selection update from Job Order > Requirement - Driver License Class selection **to** Job Seeker > Core Services > Additional – Driver's license Class selection
-When selection made, matches to exact
-When left BLANK, is not included in match criteria

From Driver License Class selected	To Driver Class	Will match occur?
Valid Standard Driver's License	Valid Standard Driver's License	Yes
BLANK	Valid Standard Driver's License	Yes
BLANK	Occupational Driver's license Only	Yes
Occupational Driver's license Only	Valid Standard Driver's License	No
Valid Standard Driver's License	Occupational Driver's license Only	No

2.13 Min. Salary/Hr: Defaults from Job Order Minimum Salary
Can not update from Job Order > Description - Min Salary **to** Job Seeker > Core Services > Employment > Desired Employment and Assessment > Desired Employment - Minimum Desired Salary
-Matches to, equal to, less than, and BLANK

2.14 Max. Salary/Hr: Defaults from Job Order Maximum Salary
Does allow update entry from Job Order > Description - Max Salary to Job Seeker > Core Services > Basic> Desired Employment or Assessment > Initial Employment >Desired Employment - Minimum Desired Salary
- When number entered matches to, equal to, less than, and BLANK
- When BLANK or .00, is not included in search criteria

Match NOTE for Min and Max combo: When an amount for both MIN and MAX salary included on the Job Matching form, both conditions must be met to match to a Job Seeker

JO>Min Salary $	JO>Max Salary $	Desired Min Salary/Hrly	Will match occur?
9.00	10.00	8.00	Yes
8.00	10.00	8.00	Yes
9.00	BLANK	8.00	Yes
8.00	8.00	BLANK	Yes
7.00	8.00	8.00	Yes
7.00	9.00	8.00	Yes

7.50	8.50	8.00	Yes
9.00	.00	8.00	Yes
7.00	7.50	8.00	No
7.00	BLANK	8.00	No
7.00	7.00	7.50	No
7.00	.00	6.00	No

2.15 Include Endorsement: Defaults to No
Allows update to 'Yes' from selection made **to** Job Seeker > Core Services > Basic > Additional - Driver's License -Endorsement code
-When 'yes' matches to those Job Seekers who have an endorsement of any kind and if a Job Seeker has multiple endorsements
-When 'no' is not included in search criteria

Endorsement? Answer	*Single* Endorsement Code	Will match occur?
Double and Triple Trailers	DOUBLE AND TRIPLE TRAILERS	Yes
Hazardous Materials	HAZARDOUS MATERIALS	Yes
Hazardous Materials	BLANK	No
blank	DOUBLE AND TRIPLE TRAILERS	Yes
blank	/HAZARDOUS MATERIALS	Yes
blank	BLANK	Yes

Endorsement? Answer	*Multiple* Endorsement Code	Will match occur?
Double and Triple Trailers	DOUBLE AND TRIPLE TRAILERS	Yes
	/HAZARDOUS MATERIALS	Yes

Selection Location

2.16 WDA: No default
Allows selection of any WDA from WDA selected **to** Job Seeker > Core Services > Basic >General – Staff Office -Matches to any office that is within the WDA selected

WDA selected	Office Assigned	Will match occur?
TACOMA - PIERCE	FORT LEWIS/ PIERCE COUNTY	Yes
TACOMA - PIERCE	WORKSOURCE PIERCE	Yes
TACOMA - PIERCE	WORKSOURCE SPOKANE	No

2.17 Office Name: No default
Allows selection of any office within WDA selected from WDA selected **to** Job Seeker > Core Services > Basic > General - Staff Office
-Matches exactly based on the office ID# from behind the scenes vs. the description viewed thru the forms

Office selected	Office Assigned	Will match occur?
FORT LEWIS/ PIERCE COUNTY	FORT LEWIS/ PIERCE COUNTY	Yes
FORT LEWIS/ PIERCE COUNTY	WORKSOURCE PIERCE	No

2.18 County: Defaults from Job Order Worksite County
Allows selection update from Job Order > Description **to** Job Seeker > Core Services > Basic> Desired Employment or- Desired Work Location or Assessment > Initial employment >Desired Employment - Desired Worksite County selection
-When county selection made, matches on EXACT
-When left BLANK, not included in match criteria

From County selected	Desired worksite county	Will match occur?
THURSTON	THURSTON	Yes
THURSTON	BLANK	Yes
PIERCE	THURSTON	No

2.19 Zip: No default
This field allows selection of a zip code number or selection of BLANK. This search criteria matches to the Job Seeker Desired Employment County and or the Job Seeker Street Address zip code depending on which or both are selected. There are separate designations to identify if the Worksite County, Zip and or City should match to the seeker's Desired Employment County, Job Seeker Street Address zip or both if both are selected.

2.20 City: No default

This field allows selection of a city name or selection of BLANK. This search criteria matches to the Job Seeker Desired Employment County and or the Job Seeker Street Address county depending on which or both are selected. There are separate designations to identify if the Worksite County, Zip and or City should match to the seeker's Desired Employment County, Job Seeker Street Address zip or both if both are selected.

2.21 Desired Work Location: No default on initial entry of the form
This selection identifies where on the seeker side the Worksite County, Zip and City should match to. This item can be selected alone or in conjunction with Seeker Street Address. When a search is conducted, and one or all of county, city and zip are selected, yet neither Desired Work Location nor Seeker Street Address has been selected, Desired Work Location will be defaulted.

2.22 Seeker Street Address: No default on initial entry of the form
This selection identifies where on the seeker side the Worksite County, Zip and City should match to. This item can be selected alone or in conjunction with Seeker Street Address. When a search is conducted, and one or all of county, city and zip are selected, yet neither Desired Work Location nor Seeker Street Address has been selected, Desired Work Location will be defaulted.

2.23 Statewide: No default
This selection matches to the Job Seeker's Desired Employment information. This selection matches to seekers who have indicated they are interested in employment within the state of Washington. This selection will ONLY match to Job Seeker's whose Desired Employment information have this same item selected.

2.24 Anywhere: No default
This selection matches to the Job Seeker's Desired Employment information. This selection matches to seekers who have indicated they are interested in employment anywhere within or outside of the State of Washington. This selection will ONLY match to Job Seeker's whose Desired Employment information have this same item selected.

2.25 Availability Items: Defaults from Job Order
Allows selection update from Job Order > Requirements **to Job Seeker>** Core Services > Basic> Desired Employment - Availability area or
- Match: The only time a Job Seeker is not included in match results is when a 'YES' selection is made on the job matching form for any of these criteria and the Job Order has a selection of 'No,' which means it is required from the Job Order side and the Job Seeker is not willing to accept the criteria. If one criterion does not match, the Job Order will not be retrieved in match results.

From Availability area answer	Desired Employment	Will match occur?
Yes	Open	Yes
Yes	Yes	Yes
No	No	Yes
Yes	No	No

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3. Job Order: By selected Job Order to matching Seekers

There are no specific search screens to enter or modify search criteria. What is described below happens behind the scenes when the "Match Seeker" button is selected through Job Order > Make Referrals. This search button is only displayed for use when the Job Order status is OPEN.

3.1 General match criteria: These are not based on what the User selects. These occur behind the scenes.
-Seekers whose job match status is INACTIVE will not be included in the match results

3.2 ONET CODE: Defaults from Job Order O*NET
From Job Order > Description – O*NET **to** Job Seeker > Core Services > Basic > Desired Employment or Assessment > Initial Employment > Desired Employment
-Matches to exact

3.3 Exp.in months: Defaults from Job Order Requirements Experience reqd entry
From Job Order > Requirements - Experience Reqd in months field **to** Job Seeker > Core Services > Basic > Desired Employment - Mnths Exp or Assessment > Initial Employment > Desired Employment - Months Exp
-When there is a number, matches to, equal to, or greater than the number
-When left BLANK, not included in match criteria

3.4 Education: Defaults from Job Order Highest Degree Reqd
From Job Order > Requirements - Highest Degree Reqd **to** Job Seeker > Core Services > Basic > Additional - Education or Assessment > Initial Employment > Education History - Schooling
-When enter number, matches to, equal to, or less than, and BLANK
-When left BLANK, not included in match criteria

3.5 Driver License Class: Defaults from Job Order Driver License Class
From Job Order > Requirement - Driver License Class selection **to** Job Seeker > Core Services > Basic>Additional – Driver's License Class selection
-Matches to exact
- When left BLANK, is not included in match criteria

3.6 Duration: Defaults from Job Order Duration
From Job Order > Description- Duration **to** Job Seeker > Core Services > Basic> Desired Employment – Availability - Duration selection
-Matches to exact

3.7 Min. Salary/Hr: Defaults from Job Order Minimum Salary
From Job Order > Description - Min salary **to** Job Seeker > Core Services >Basic > Desired Employment – Min Desired Salary or Assessment > Initial Employment >Desired Employment – Min Starting Salary

-Matches to, equal to, less than, and BLANK

3.8 Max. Salary/Hr: Defaults from Job Order Maximum Salary
From Job Order > Description - Max salary **to** Job Seeker > Core Services > Basic> Desired Employment or Assessment >Initial Employment Desired Employment - Minimum Desired Salary
- Matches to, equal to, less than and BLANK

3.9 Worksite County: Defaults from Job Order Worksite County
Allows update selection from Job Order > Description - County **to** Job Seeker > Core Services > Basic > Desired Employment- Desired Work Location or Assessment > Desired Employment - Desired Work Location -County selection
- Matches on exact

3.10 Availability Items: Defaults from Job Order
From Job Order > Requirements Work Days/ Work Shifts **to Job Seeker>** Core Services > Basic > Desired Employment Availability area
- Match: The only time a Job Seeker is not included in match results is when a 'YES' selection is made on the job matching form for any of this criteria and the Job Order has a selection of 'No' which means it is required from the Job Order side and the Job Seeker is not willing to accept the criteria. If one criterion does not match the Job Order will not be retrieved in match results.

3.11 Endorsement: Defaults from Job Order
From Job Order > Requirements - Driver Requirements – Endorsement **to Job Seeker>** Core Services > Basic > Additional – Driver's License - Endorsement code
-When selected on Job Order matches to Job Seeker with exact endorsement
-When BLANK on Job Order, not included in match criteria

Job Order>Single Endorsement	Job Seeker>*Single* Endorsement Code	Will match occur?
DOUBLE AND TRIPLE TRAILERS	DOUBLE AND TRIPLE TRAILERS	Yes
TANK/HAZARDOUS MATERIALS	TANK/HAZARDOUS MATERIALS	Yes
BLANK	BLANK	Yes
BLANK	DOUBLE AND TRIPLE TRAILERS	Yes
DOUBLE AND TRIPLE TRAILERS	BLANK	No

Job Order>Single Endorsement	Job Seeker >*Multiple* Endorsement	Will match occur?
DOUBLE AND TRIPLE TRAILERS	DOUBLE AND TRIPLE TRAILERS	Yes
	TANK/HAZARDOUS MATERIALS	

Job Order>*Multiple* Endorsements	Job Seeker >*Multiple* Endorsement	Will match occur?
DOUBLE AND TRIPLE TRAILERS	DOUBLE AND TRIPLE TRAILERS	Yes
TANK/HAZARDOUS MATERIALS	TANK/HAZARDOUS MATERIALS	

Job Order>*Multiple* Endorsements	Job Seeker >*Multiple* Endorsement	Will match occur?
DOUBLE AND TRIPLE TRAILERS	DOUBLE AND TRIPLE TRAILERS	Yes
TANK/HAZARDOUS MATERIALS	TANKER VEHICLES	

Job Order>*Multiple* Endorsements	Job Seeker >*Multiple* Endorsement	Will match occur?
DOUBLE AND TRIPLE TRAILERS	BLANK	No
TANK/HAZARDOUS MATERIALS		